

Sample Format of a Standard Curriculum Vitae

NAME: IN FULL AND IN BLOCK CAPITALS

FULL ADDRESS: Permanent/temporary address and telephone number

NATIONALITY: e.g. British
(If not British, relevant visa information should be included)

ADMITTED/DUE TO BE ADMITTED: Month/Year

EDUCATION/QUALIFICATIONS: Start year to Finish year
COLLEGE OF LAW/LAW SCHOOL, LOCATION
Legal Practice Course - Distinction, Merit, Pass, etc.
Common Professional Exam - if applicable

Start year to Finish year
UNIVERSITY, LOCATION
Degree Subject - Degree Grade
Awards/Prizes if applicable

Start year to Finish year
SCHOOL/SECONDARY EDUCATION, LOCATION

'A' Levels:
Number, subjects and grades

'O' Levels/GCSEs:
Number, subjects and grades optional

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PROFESSIONAL EXPERIENCE

Start month/year to date

FIRM A, LOCATION

TRAINEE SOLICITOR

Experience during this time has included: List the seats you have undertaken

Department/ Area of Practice (e.g. property, corporate, litigation, etc.)

Duration (e.g. September 1999 to date)

Experience in X department: Using bullet points, detail type of work, size of clients, size/complexity of deals, outcome if relevant (six or seven examples will suffice).

Also list your duties, whether you had responsibility for your own matters or worked on more senior fee earners' transactions/cases

Repeat for each area of practice covered/seat undertaken

NON FEE-EARNING RESPONSIBILITIES

e.g. involvement in coordinating in-house/external seminars, marketing events, etc.

LANGUAGE SKILLS

Language - level of ability (fluent, business, average)

IT

Level of ability (computer literate, competent, etc.), particular packages used

AWARDS

If not covered in academics or interests

INTERESTS

Travel - (where, when, etc.)

Sports/Music - (particular achievements, etc.)

Hobbies/Achievements